

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR MANAGER
(Labor & Employee Relations, Recruitment and Judicial Services Units)

CITY: SAN FRANCISCO, CALIFORNIA

JOB REQUISITION: 2902

OVERVIEW

Under the direction of the Human Resources Division Director, the Senior Manager will provide lead direction for professional staff of the Labor and Employee Relations unit (LERU), Recruitment unit and the Judicial Services units. The individual chosen for this position will be an attorney with responsibilities that include day-to-day operations and program planning, and budgeting of the Labor and Employee Relations unit, in addition to the high-level management of supervisors and staff in the Recruitment unit and the Judicial Services unit. The Senior Manager will also be responsible for independently performing an extensive range of complex and often sensitive analytical, consultative, and policy development duties on a variety of special projects assigned by the director.

RESPONSIBILITIES

- Develop and implement goals, objectives, policies, procedures and work standards for Labor and Employee Relations practices
- Manages labor strategy for Memorandum of Understanding (MOU) bargaining and provides direction to negotiators.
- Manages employee relations issues and provides direction to LERU staff in issue resolution.
- Manages investigation requests, oversees the assignment of investigations to Labor and Employee Relations Officers and the drafting and submission of investigation reporting's.
- Oversees the preparation of state-wide academies, forums, regional meetings, and other labor and employment training and informational events.
- Reviews and evaluates division objectives, including milestones, timeframes, and other indicators; monitors accomplishments, quality and timeliness of objectives; advises Human Resources Division Director of problems and concerns;
- Manage the activities of each unit through subordinate supervisors in accordance with the Human Resources divisional goals and objectives;
- Plan, organize, assign, review and evaluate the work of the staff for the three units, including the hiring, training, development and discipline of new and incumbent employees and supervisors;
- Oversee the operations of the LERU, Recruitment and Judicial Services units in all aspects of their role in supporting the California courts
- Works with committees in developing AOC policies, priorities, goals, and objectives and assists in their implementation as necessary.
- Represents the judiciary to internal and external customers, including the other branches of government, on issues pertaining to the programs of Labor and Employee Relations, Judicial Services and Recruitment.
- Communicate with executive court personnel and the staff of the Administrative Office of the Courts (AOC);
- Develop and administer the annual operating budgets for the three units;

- Work extensively with the AOC General Counsel's office in resolving matters;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Membership to the California Bar Association is required for all candidates.

Equivalent to possession of a bachelor's degree and seven years of experience in the relevant field, including a minimum of three years of increasingly responsible management experience. Or, One year as a Manager, or two years as Supervising Analyst, Supervising Attorney, or other supervisory-level professional class with the judicial branch.

DESIRABLE QUALIFICATIONS

- Management principles and practices as related to managing multiple and distinct program areas, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees
- Experience with the courts and/or state government highly desired
- Ability to develop relationships with a diverse customer base in a complex environment
- Knowledge of substantive and procedural legal principles and applications
- Knowledge of investigation techniques and procedures
- Knowledge of scope and character of California statutory and case law and provisions of the United States and California Constitutions
- Knowledge of principles of administrative and constitutional law
- Knowledge of basic principles and practices of effective law office management and administration
- Ability to effectively negotiate program and policy service agreements with outside entities
- Ability to apply problem-solving and conflict resolution methods and techniques
- Knowledge of principles and techniques of preparing effective oral presentations
- Knowledge of principles and techniques of preparing a variety of effective written materials
- Experience with governmental budgeting principles
- Knowledge of human resources automated systems and procedures
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

HOW TO APPLY

To ensure earliest consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Website at www.courtinfo.ca.gov/careers and search for Job Req. #2902 - Senior Manager. This position requires the submission of our official application.

OR

To obtain a printed application, please download it from our website under the Special Access and Application Help section OR visit:

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455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
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PAY AND BENEFITS

Salary Range: \$10,577 to \$13,083 per month
(Starting salary may range from \$10,577 – \$11,635 DOE)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer